

2007

# Maine Jobs Council Annual Report, 2007

Maine Department of Labor

State Workforce Investment Board

Maine Jobs Council

Garret Oswald

*Maine Department of Labor*

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## The Mission

- The Maine Jobs Council leads, advises and manages the efforts to create a world-class workforce development system in Maine. The Council leads by focusing on the big picture, by setting a tone of collaboration, and by educating policy-makers and the public. The Council advises by making recommendations to the Governor and Legislature. As the Statewide Workforce Investment Board, the Council manages by overseeing the implementation of workforce development programs.

- Skilled workers are essential to economic growth.
- Everyone should be a lifelong learner.
- Maine employers, educators, and public policy-makers must support people as lifelong learners, citizens, workers, and family and community members.

- Provides the means for personal and economic security and job satisfaction.
- Must be available to everyone of all ages, regardless of circumstances.
- Must adapt quickly to changing technologies and market demands.
- Must be easy to understand and navigate.
- Must be designed by and accountable to workers, employers, and taxpayers.
- Requires partnership among businesses, schools, organized labor, government and other providers.

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education,  
community organizations  
and the public working  
to create a  
world-class workforce  
development system in  
Maine*

win-win program.

The Competitive Skills Scholarship Program was enacted to provide access to post-secondary education for people below 200% of the poverty level so they can work in occupations that are well paid and in high demand. The program will launch statewide through Maine's network of CareerCenters on March 31, 2008. The CSSP program has two goals: to help people of Maine obtain postsecondary education and training for a good paying job in a high wage, high demand occupation and help businesses who need to hire more skilled people in various occupations. It's win-win program.

CSSP is a sustainable program, funded by employer contributions to a dedicated fund (approximately \$3,000,000 per year); employers costs are offset by a reduction in their unemployment insurance taxes.

In September, 2007, the Maine Department of Labor launched a new effort to increase accessibility to programs and services at Maine's CareerCenters for people with disabilities. The Disability Program Navigator initiative is a two-year grant-funded opportunity to build on the work of the Able ME grant and other state and partner projects. With funding from the United States Department of Labor and the Social Security Administration, the Disability Program Navigator initiative is staffed by a Lead Disability Program Navigator in the Bureau of Employment Services and four regional Disability Program Navigators (DPNs) — one in each of Maine's Workforce Investment Areas.

During the upcoming year, DPNs will be working with partners like the Bureau of Rehabilitation Services, the Department of Health and Human Services, the CHOICES CEO project at the University of Southern Maine's Muskie School of Public Service, and the Maine Jobs Council's Commission on Disability and Employment in new and creative ways to increase employment opportunities for people with disabilities.

Lifelong Learning Accounts help employees and employers work together to finance skill development and lifelong learning. LILAs are designed to make education and training opportunities more accessible to working adults. LILAs are individual investment accounts, matched by the employer, to finance lifelong learning. Funds are invested in a LILA account (in the form of a NextGen R account) for the employee's higher education expenses. Outreach and informational sessions are provided by Maine CareerCenters. Free advising services to assist men and women in education and career planning are available through Maine Centers for Women, Work and Community.

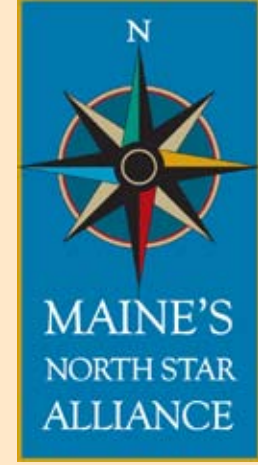
Maine is the first state in the nation to launch a statewide LiLA demonstration. The Maine LiLA Program's vision is to scale across Maine and potentially replicate countrywide. The LiLA Partnership in Maine was inspired by CAEL, the Council for Adult and Experiential Learning, in Chicago. The Maine LiLA initiative is modeled after the successful LiLA demonstration projects in Chicago, Northeast Indiana and San Francisco.

A Partnership to Transform the Workforce and Economy of Coastal Maine

Maine's North Star Alliance Initiative is an industry focused economic development initiative devised to drive business and create jobs in coastal Maine. The initiative includes business, R&D, education and workforce development centered on Maine's boatbuilding, marine, and composite industries. The key ingredients to global competitiveness are Innovation and a Skilled Workforce; or as USDOL term it "Talent Driving Prosperity".

The challenge of the Workforce Pillar is to provide state-of-the-art skill upgrade to incumbent workers while at the same time conceiving and implementing sustainable strategies that will address the ever changing skill demands of our future workforce. NSAI partners have united to: create and employ new programs, develop and update curricula, and initiate innovative ways to deliver just-in-time training now and in the future.

For further information, contact:  
Maine Jobs Council  
120 State House Station  
Augusta, ME 04333-0120  
Tel: (207) 621-5087  
[www.maine.gov/labor/mjc](http://www.maine.gov/labor/mjc)




2007

# Annual Report



**Letter from Chair and Director**




Dear Governor,

As the Chair and Report related to the MJC continue to happen at the established time in the Investment Act funding clarity regarding the highlights from the report under the leadership of participants; the V Report on the status have developed with employers; the Y education and training with the implementation with disabilities; and the other commitments.

Also in 2007, the report concerning Career to the Local Workforce participated on the MJC.

On behalf of the MJC and commitment to at least we want to thank you.

Sincerely,



Philip Dionne  
Chair



## Letter from Chair and Director

Dear Governor Baldacci, Members of the 123rd Legislature and Citizens of Maine,

As the Chair and the Director of the Maine Jobs Council, we are pleased to provide you with this Annual Report related to the Council's work for 2007.

The MJC continues to mature in its role as the State Workforce Investment Board, with much of the activity happening at the Committee level. The Policy Committee along with the Bureau of Employment Services, established two important policies in 2007; a performance Incentive policy that distributes Workforce Investment Act funds for exemplary performance, and an Administration Cost Limitation Policy that provides clarity regarding the costs of carrying out local Workforce Investment Act activity.

Highlights from the Standing and Ad Hoc Committees this past year include; the Apprenticeship Committee under the leadership of Director Gene Ellis has experienced tremendous growth in both programs and participants; the Women's Employment Issues Committee produced it's second Working Women in Maine Report on the status of employment for women; the Older Worker Committee recognized employers who have developed workplace policies for seasoned workers by awarding it's Silver Collar Award to nine Maine employers; the Youth Transitions Committee worked on a Resource Inventory that will be utilized by the education and training communities serving Maine's youth; the Commission on Disability & Employment help with the implementation of the Governor's Executive Order to increase employment opportunities for people with disabilities; and the Business and Industry Committee continued to work on developing partnerships with the other committees to address the projected labor shortage.

Also in 2007, the MJC established the Service Delivery Committee, which worked to produce recommendations concerning CareerCenter system reconfiguration, in light of reduced state and federal funding. A special thank you goes to the Local Workforce Investment Boards, Service Providers, and the Bureau of Employment Services who participated on the committee.

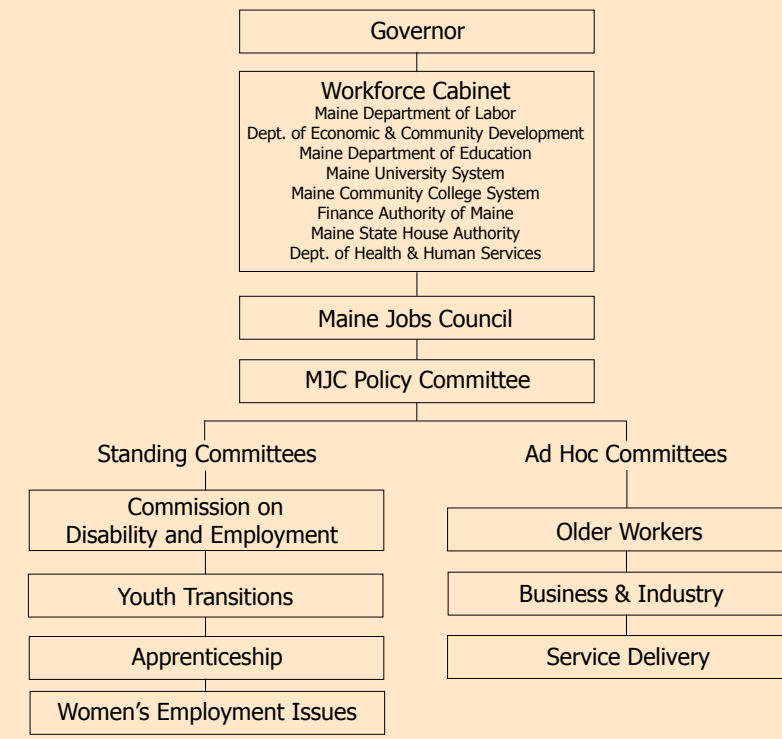
On behalf of the MJC we want to thank the dedicated Committee and Council members for their time, energy and commitment to developing a world-class workforce for Maine's citizens and employers. And last, but not least we want to thank Commissioner Laura Fortman for her continued support and leadership.

Sincerely,

$$\overline{RND} =$$
Philip Dionne  
Chair

Harriet Oswald

Garret Oswald  
Director





# Comittee Reports

## Commission on Disability and Employment

The Commission was created by the Maine Legislature in 1997 to promote collaboration between the public and private sectors to increase awareness and to influence policy decisions related to employment of people with disabilities. The Commission is working toward a future in which people with disabilities are employed in jobs that meet their personal and economic needs.

Commission members envision a future in which Maine employers capitalize on the human resource potential of people with disabilities- a future in which the skills and energy of people with disabilities are maximized for the benefit of our State and for the livelihoods of people with disabilities.

Its members meet monthly, and coordinate all activities and action with the Jobs Council and its policy committee.

Members:

1. Mel Clarrage – Chair
2. Jill Duson- Policy Liaison
3. Jenniffer Kimble
4. Julia Bell
5. Larry Glantz
6. Alan Brigham
7. Butch Dawbin
8. Dennis Bouley
9. Gayla Dwyer



10. Zahira Duvall
  11. Michael Ashmore
  12. Norbert Nathanson
  13. Richard Sterrs
- Staff – Karen Fraser

*Priorities for committee for future:*

- o Creation of an employer outreach and education plan.
- o Expanded and improved support for young people with disabilities who are transitioning from school to work.
- o Improvement and expansion of Maine's vocational rehabilitation services for people with disabilities.
- o Expansion of benefit counseling for people with disabilities who want to work, as well as for the currently employed who are interested in improving their economic status by assuming more responsibilities in employment.
- o Enhancement of data collection activities to evaluate the success of efforts to guarantee equal employment opportunities for people with disabilities, including the capacity for relevant data to be shared and used by the state agencies responsible for achieving this goal.

## The Women's Employment Issues Committee

The Women's Employment Issues Committee fosters action on current factors affecting women's participation in the workforce. The Committee highlights employment issues, develops recommendations to the Maine Jobs Council, and supports initiatives that remove barriers preventing women in Maine from attaining complete economic success and security.

The Committee proposes and promotes policies, programs, and legislation that provide full economic opportunity for all Maine women. Through 2010, the Committee will establish quantifiable benchmarks to measure, monitor, and annually evaluate Maine's progress in achieving that economic opportunity and security for all Maine women.

When Maine women are economically secure, their families, their communities and the state as a whole benefit.

Voting Members:

1. Sharon Barker – Chair
2. Sarah Standiford – Policy Liaison
3. Chris Hastedt
4. Kathy Coogan

5. Gilda Nardone
  6. Lisa Pohlmann
  7. Christy Cross
  8. Denise Nemeth-Greenleaf
  9. Valerie Carter
  10. Darylen Cote
  11. Lib Jamison
  12. Karen Keim
- Staff – Peaches Bass

*Priorities for the Future:*

- o The committee will draft and release its 2008 Working Women in Maine: Indicators for Progress report and recommendations later this year.
- o Continuing focus on Pay Equity, such as enforcing equal pay laws and promoting livable wages.
- o Continuing to stress the importance of helping women obtain employment in nontraditional occupations, particularly in the STEM (Science, Technology, Engineering, Math) occupations, in the construction industry and in the North Star Alliance industry cluster.
- o Assisting and working with the Maine Job Council committees on common policy issues, and lending support to efforts for greater coherence and cohesion among committees.
- o Offer and strengthen programs that educate women and girls on how to negotiate fair and equal wages and on the opportunities available in good paying nontraditional occupations.

## Older Worker Committee

Older Worker Committee of the Maine Job Council promotes the value of Maine's Older Workers through advocacy, education and policy development to meet the needs of workers and employers. A recent Census survey noted that the share of older workers in Maine's workforce is growing, with approximately 15 percent of the current Maine workforce over the age of 55.

The Older Worker Committee instituted the "Silver Collar Employer Award" to recognize employers in Maine whose policies and practices match the needs of mature employees. Maine's Silver Collar Employers for 2007 are::

- o Bangor Hydro Electric Company, Bangor
- o Bonney Staffing Center, Portland
- o Hannaford Brothers Company, Rockland
- o Hardwood Products Company LP, Guilford
- o Kittery Trading Post, Kittery

- o Paradis Shop 'n Save, Fort Kent
- o Sugarloaf Mountain Corporation, Carrabasset Valley
- o TD Banknorth, Lewiston
- o Union Trust Company, Ellsworth

Members:

1. Phyllis Cohn, AARP – Co Chair
2. John Christie, Rockland CareerCenter, Co-Chair
3. James McGrath, Office of Elder Services, DHHS
4. Dan Muth, National Able Network
5. Byrant Hoffman, Area 3 LWIB Director
6. Betty Grant, Lakepoint Real Estate
7. Graham Newson, Area Agencies on Aging
8. Sharon Price, SCSEP
9. Robert Traill, Bonney Staffing Center
10. Merrill Huh tala, CWRI
11. Jeanne Shorey Paquette, EmploymentTimes
12. Cynthia Dowd, TRC, Lewiston CareerCenter
13. Brenda Gallant, Me LongTerm Care Program
14. Garrett Oswald, Maine Jobs Council Staff – Mary Fran Gamage

*Priorities for Future*

- o Design and implement a public awareness campaign promoting "National Employ Older Workers Week".
- o Develop pilot project to connect SCSEP participants who have experience in marine trades with students of all ages, to share information about boat building and related industries.
- o Develop data sheet on older workers for use with business and civic leaders.
- o Institute a trial collaboration with private employment service companies to enhance the hiring of older workers.
- o Address the needs of older workers who are basic literacy skills deficient.
- o Explore ways to continue computer training scholarships for Older Workers.
- o Using the DOE/DOL WorkReady Credential model, focus a curriculum on needs of older workers.



## Business & Industry Association Committee

The BIAC committee focus is to represent business and industry interests in the Workforce and Economic Development systems. The BIAC committee comprises of industry associations that represent over 1,000 Maine employers and 100,000 Maine workers. The committee has been working on a number of initiatives and projects that are aligned with the goals and objectives of the MJC.

Members:

1. Lisa Martin – Chair/Policy Liaison
2. Greg Dugal
3. Susan Swanton
4. Suzanne Goucher
5. Steve Boulet
6. Cheryl Timberlake
7. Bob McGregor
8. Kevin Murphy
9. Dick Grotton Staff – Merle Davis

*Priorities for Future:*

- o The BIAC committee is continuing to meet with other MJC committees to work on connecting the supply and demand sides of the labor exchange formula to address the projected labor shortages.
- o The committee is designing ideas for collaboration that focuses on strategies with each sub-committee, Women, Older Worker, and Apprenticeship that is in sync with each sub-committee's goals for employment, higher wages, availability of workers, etc.
- o The committee is beginning to align strategies and resources for regional Industry partnerships with Education, Economic Development and Workforce

Development to leverage the limited funds available for training.

- o The development of multi-industry projects, such as: The Maine Aerospace Cluster Development Initiative involving manufacturing, composites and IT, Phase 1, the Feasibility study and Strategic Plan of the Aerospace Industry in Maine, is complete. Phase II will conduct industry benchmarking and convening of stakeholders in the areas of education/ Training, Policy, research and Technology, Innovation & Technology, Commercial Cooperation (Business Services) and Cluster Expansion.

## The Maine Apprenticeship Committee (MAC)

Apprenticeship connects both job seekers and incumbent workers desiring to learn new skills with employers needing qualified workers. These employers, voluntarily becoming Sponsors, provide apprentices and pre-apprentices with instruction reflecting industry and individual employer needs. Apprentices receive paid, structured, On-the-Job Training (OJT) and post-secondary education that equips them with the skill sets needed to advance in their chosen occupation. This results in workers with industry-driven training and employers with a competitive edge.

The Maine Apprenticeship Committee (MAC), through the efforts of its Director of Apprenticeship Standards and the Local and Regional Employer Assistance Personnel at the local CareerCenters, registered 112 new Apprenticeship Programs. The program served a total of 988 Maine citizens in all 16 counties. Occupations are clustered into three basic categories: Manufacturing (ex. Machinist), Building & Construction (ex. Electrician), and Service (ex. firefighter).

Whether developing competency-based programs, new programs, or new partnerships, MAP is a critical talent development solution for Maine's 21st Century economic future. Maine's high growth, high demand industry clusters in healthcare, biotech, advanced manufacturing, composites and boatbuilding, and information technology all share a need for a highly skilled, well educated work force. MAP works collaboratively with industry leadership to define and develop competency models to provide workers with quantifiable skills that meet industry needs

Members: (12) four seats unfilled



1. Don Berry- Chair
  2. Phil Dionne
  3. Alan Wyman
  4. John Napolitano
  5. Jeff Cammack
  6. Tuesdi Woodworth
  7. Kate Grambow
  8. John Evans
- Staff/Policy Liaison – Gene Ellis

*Priorities for the Future:*

- o Significant continuing involvement with programs such as North Star Alliance Initiative, Disabilities Program Navigator and Governor's Training Initiative.
- o MAP continues to address the needs of Maine's industries by developing new or re-designed program such as four sequential Teacher Apprenticeships developed with Mid-Maine Community Action for its' Head Start Teachers and now used by several Head Start agencies.
- o Pre-Apprenticeship partnerships continue to grow. Relationship building with Maine's Career & Technical Education (CTE) schools, Job Corps, "Youth Build" and Jobs for Maine Graduates (JMG), has resulted in increased opportunities for students to explore the world of work in occupations of interest to them
- o Many Pre-Apprentices complete their programs and graduate high school with Community College credit through the Dual Enrollment program. Future growth will be aided by the increased emphasis on Pre-Apprenticeship in the new 5-year Perkins Plan which provides federal money for vocational programs in our CTE schools and Community Colleges.

## Youth Transitions Committee

The MJC Youth Transitions Committee has focused its efforts on identifying, evaluating and supporting Youth programs in Maine that need resources to sustain or expand their initiatives.

Members:

1. Craig Larrabee – Chair
  2. Linda Smith – Policy Liaison
  3. MaryFran Gamage
  4. Lora Downing
  5. Jeanne Paquette
  6. Meridith Greig
  7. Nigel Norton
  8. Scott Phair
  9. Maggie Vishneau
- Staff – Debbie Bechard

*Priorities for the Future*

- o The Committee would like to be better able to link the education and business communities in order to more effectively serve youth.
- o Through the MJC recommend legislation to the Governor's Office to expand existing programs that help youth make successful transitions.
- o Review current literature on a biannual basis and produce a profile of successful your service strategies and programs.
- o Review current youth data and issue a "Youth Status" bulletin for use by people working with youth.
- o Identify a "Speaker's Forum" that presents relevant timely data on youth transition issues, needs and successful models at the state, regional and local levels.
- o Identify youth who represent successful transitions through a Governor's Award or through other high profile events (annually at a minimum)

## Maine Jobs Council Service Delivery Committee

The Service Delivery Committee assists the Maine Jobs Council in the performance of its duties and serves as a communication vehicle for workforce development system partners to provide information and recommendations to the Council. This committee advises the MJC Policy Committee regarding issues and opportunities related to the delivery of employment and training services in the four local workforce development areas.

The SDC met regularly in the months of November, December and January to

develop a recommendation concerning the CareerCenter reconfiguration necessitated by state and federal funding reductions. The recommendations were presented to the Policy Committee and Department of Labor Commissioner Laura Fortman.

Committee members include;

1. Mike Roland – AFL/CIO, Committee Chair, Vice Chair Maine Jobs Council
2. Anne Beebe-Center - Chief Local Elected Official Area IV
3. Gary McGrane - Chief Local Elected Official III
4. Pat Boucher - Aroostook / Washington Counties Workforce Investment Board
5. Joanna Russell - Tri County Workforce Investment Board
6. Bryant Hoffman - Central Western Maine Workforce Investment Board
7. Antionette Mancusi - Coastal Counties Workforce Investment Board
8. Torrey Eaton - Aroostook County Community Action
9. Candy Carpenter - Mid coast Community Action
10. Fenwick Fowler - Western Maine Community Action
11. James Trundy - Western Maine Community Action
12. Carroll Donnell - Training Development Corporation
13. Cathy Coogan - Training Resource Center
14. Ned McCann - Bureau of Employment Services
15. Steve Duval - Bureau of Employment Services
16. Jill Duson – Bureau of Rehabilitation Services
17. Maine Jobs Council – Garret Oswald

*Priorities for the Future:*

- o Access to CareerCenter Services
- o Web based platform for delivery of services
- o Service Integration
- o New initiatives and opportunities for the system
- o System issues as they arise



## Policy Committee

*Workforce Investment Act Strategic Plan Modification*

The Maine Jobs Council (MJC) Policy Committee members devoted much of their time during the year on developing the Workforce Investment Act (WIA) Strategic Plan Modification for Programs Years 2007-2009. The Committee focused on identifying strategies that promote collaboration of all workforce development entities and coordination of existing resources. The key areas that Policy Committee addressed in the Plan are as follows:

- o A strong commitment to advance the Governor's Economic Vision and the focus on preparing Maine's workforce for employment and careers in high growth, high wage employment aligned with the key sectors of Maine's economy. The priority for workforce investments continues to support targeted industries with a high demand for skilled workers.
- o Development of strategies that promote state, regional and local efforts to strengthen the connection between workforce development with economic development and education through the development of effective policies that achieve coordination and leveraging of workforce investment resources. A key strategy has been to model the work of the North Star Alliance (Maine's WIRED initiative) so we can sustain and replicate the relationship between industry and public/private forces to promote innovation, talent and technology development.
- o Highlight the importance of increasing investments in higher-education for youth and post-secondary credentials for all workers. The Plan promotes increased access to training, particularly for low-wage, low-skilled workers, in some very specific ways, including:
  - Establishing policies that guide the CareerCenter programs toward brokering and significantly leveraging training related resources for workers. Local Workforce Boards are encouraged to establish policies for CareerCenter service providers to effectively package training plans that provide workers with increased access to income supports such as childcare, transportation, housing and healthcare.
  - The Plan strongly encourages that each of Maine's four Local Workforce Boards (LWIB) set minimum training



expenditure levels for Adults, Dislocated Workers and Youth.

The Policy Committee conducted a detailed analysis of the current workforce system that focused both on the performance and outcomes and on the infrastructure costs associated with operating Maine's CareerCenter system. This review enabled the Committee to identify the key issues that would impact the direction for the biennial planning process. Among the chief concerns was the lack of adequate funding affecting the provision of services and basic infrastructure. This work became the basis for subsequent discussions amongst the MJC, Maine Department of Labor, County Commissioners, Local Workforce Investment Boards and service providers coming together to evaluate and plan the footprint and service delivery options for the CareerCenter system.

*Local Workforce Investment Act Strategic Planning*

The Policy Committee reviewed the Local Workforce Investment Area Plans submitted by the Aroostook and Washington County Workforce Investment Board, Tri-County Workforce Investment Board, Central / Western Workforce Investment Board and Coastal Counties Workforce, Inc. The Committee and staff carefully evaluated each local plan to ensure that goals, objectives, strategies, resources and policies were closely aligned with the MJC's strategic planning process. The Policy Committee provided each Local Area with an analysis of their respective plans and invited the Local Workforce Investment Board Directors to present the highlights of the plan before voting to recommend approval before the full MJC.

*Incentive Grant Policy*

The Executive Committee of the MJC allocated \$135,000 in incentive funds for 2007. The Policy Committee established the necessary policy guidance and award criteria for the Local Workforce Investment Board to receive WIA incentive funds. The Committee established that a portion of funds would be made available to each LWIB based on exemplary performance of 15 of the 17 WIA negotiated performance metrics. Additionally, if the LWIB has met 100% of each of the four WIA credential and diploma attainment rates and/or exceeded the placement rate

of 5% for women entering non-traditional employment they become eligible for a greater share of the incentive award.

The Policy Committee considered there could be a situation where no Local Area would qualify for incentive funds and allowed for those instance were no funds were awarded for each LWIB to qualify to receive funds for technical assistance. Any funds not allocated during the program year are automatically carried over to the next year's portion of incentive awards.

*Administration Cost Limitations*

The Policy Committee drafted and implemented a policy to clarify the administrative cost limitations that apply to local area WIA expenditures. The Committee wanted to issue clear guidance to the LWIBs to distinguish what are allowable expenditures from the administration and program cost categories. This policy help to further clarify the roles and responsibilities assigned the LWIB when the Board Director serves as the One Stop Operator for the CareerCenters within their region.

For the year ahead the Policy Committee will be focusing on the impact that the downsizing of the CareerCenter footprint will have on the goals, objectives and strategies outlined in the current WIA Strategic Plan Modification. The number of existing CareerCenters is expected to decrease from 21 to 11 beginning July 2008. This change is going to have a direct impact on the service delivery strategies and anticipated performance outcomes outlined in the Plan which will require not only a revision to the plan but a new set of strategies for delivering workforce services throughout the State of Maine.

